

SAN DIEGO POLICE DEPARTMENT  
1400 'E' Street, MS 735 SAN DIEGO, CA 92101  
PERMIT RENEWAL APPLICATION

«Business»  
«StreetAddress»  
«CityStateZip»

PERMIT TYPE: HHP BUSINESS  
PERMIT NO.: «PermitNumber»  
EXPIRATION DATE: «RenewalDate»  
BUS. ADDRESS:  
«SecAddress»

\*\*\* THIS APPLICATION MAY BE REPRODUCED AS REQUIRED \*\*\*

**BUSINESSES - A separate, complete application must be submitted for each partner, owner or corporate officer or the renewal cannot be processed.**

Applicant's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle  
Title \_\_\_\_\_ Sole Owner Partnership Corporation LLC  
Residence Address \_\_\_\_\_ City & Zip \_\_\_\_\_  
Res. phone ( ) \_\_\_\_\_ Bus. phone ( ) \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Other Names(s) Used \_\_\_\_\_  
Driver License # /State \_\_\_\_\_ / Race Sex Weight Height Hair Eyes

1. **Completed application(s) must include full information on all owners, partners, and/or corporate officers.**
2. **Renewals must be done in person at Police Permits and Licensing, 1400 E St.**
3. **Please provide the following:**
  - a) **A copy of your current Business Tax Certificate from the City Treasurer's Office.**
  - b) **Proof of completion of 12 continuing education hours from any state-approved school.**
  - c) **A copy of your liability insurance policy declaration page.**
  - d) **Proof of National Certification – this is the actual certificate that shows the date your certificate expires. (You must bring in the original certificate, not a copy).**
  - e) **Cash, check or money order payable to CITY TREASURER in the amount of \$1,883.00 (\$1,693.00 for the annual HHP Business regulatory renewal fee, \$175.00 for the annual HHP Individual regulatory renewal fee and \$15.00 for the photo fee.)**
  - f) **Photo for the Identification card will be taken at the time of renewal.**

List any criminal conviction(s) within the last year. Expunged convictions must be listed per 1203.4(a) P.C. (Do not include Traffic Violations(s)).

I declare under penalty of perjury that the statements made on this application are true and correct to the best of my knowledge and belief. I understand that any false statements or information are grounds for denial of this application and that I am subject to prosecution per 11.0401(b) of the San Diego Municipal Code. I am aware that all fees are non-refundable. The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department will have access to the business premises during business hours which may include entry into the non-public portion of the premises. IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO RENEW THE PERMIT NO LATER THAN 10 DAYS AFTER THE EXPIRATION DATE. FAILURE TO RENEW ON TIME WILL RESULT IN PENALTY FEES (\$25 PLUS 10% OF THE REGULATORY FEE). IF A RENEWAL IS NOT COMPLETED WITH ALL FEES AND PENALTIES PAID WITHIN 30 DAYS AFTER THE PERMIT EXPIRATION DATE, THE PERMIT EXPIRES AND ACTIVITIES ALLOWED BY THE PERMIT MUST CEASE. A PERMITTEE MUST THEN BEGIN THE APPLICATION PROCESS AS A NEW APPLICANT (SDMC §33.0308).

Applicant's Signature

Date

APPROVED  
DENIED

Reviewing Officer

Date